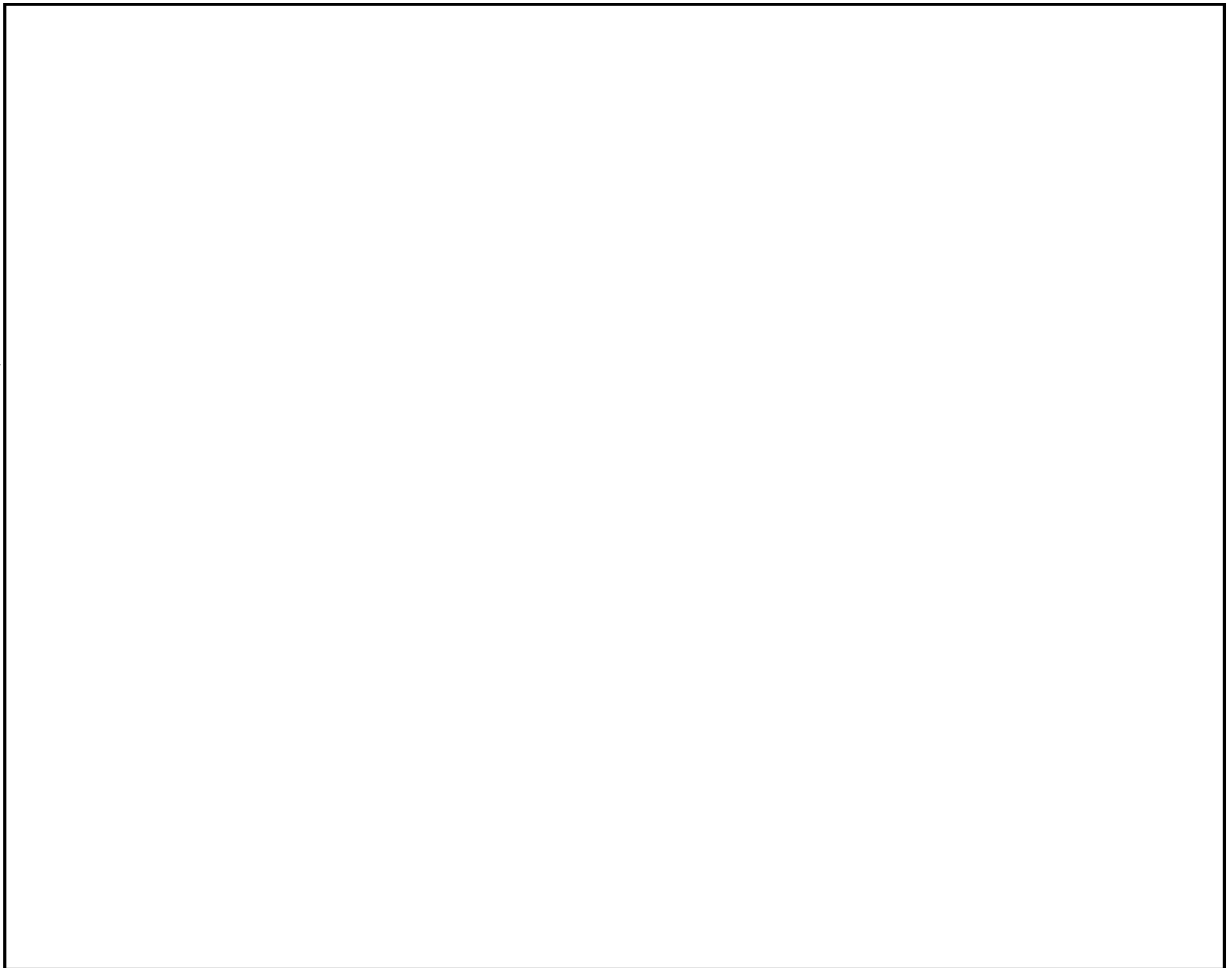


# THE AGENCY RECORDS CENTER

- WHAT IS IT?
- WHAT DOES IT DO?
- WHAT RECORDS GO THERE?
- HOW DO RECORDS GET THERE?
- WHAT HAPPENS AFTER RECORDS GET THERE?

25X1

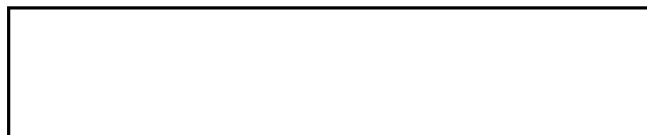


CONFIDENTIAL

MEMO TO HOLDERS OF "THE AGENCY RECORDS CENTER"

An interested component of the Agency has expressed the desire that the above referenced publication be classified "Confidential."

Since the Records Center has no objection to this, you are requested to classify your copy accordingly.



Chief, Records Center

25X1

GROUP I  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

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## WHAT TYPES OF RECORDS ARE KEPT THERE?

### Permanent Records

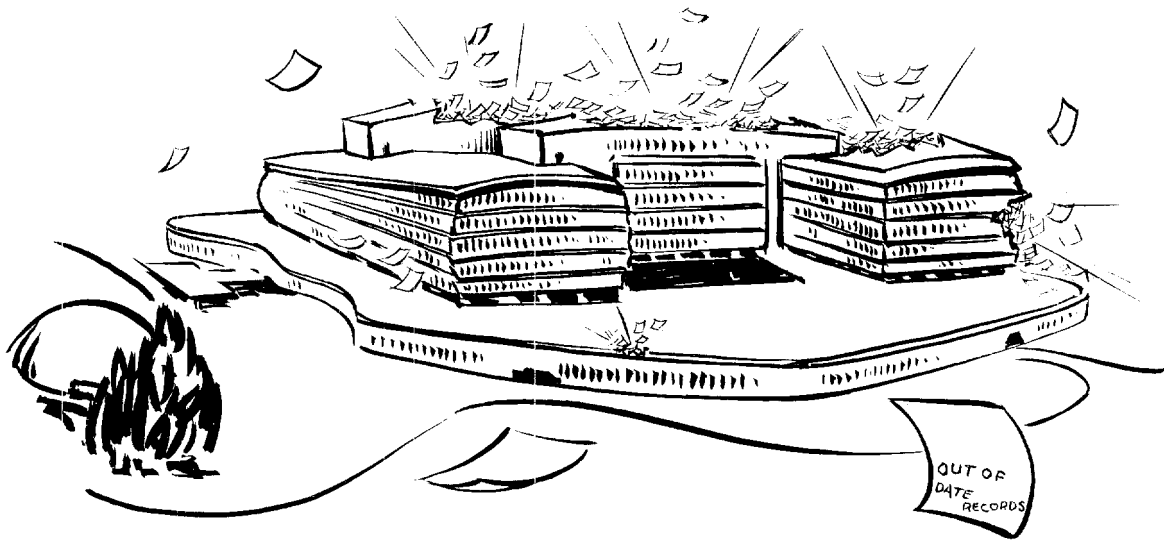
- Must be kept for a great length of time.
- Seldom used in the office.
- In many cases, must be kept because Federal law requires it.

### Disposable Records

- Disposable records are different from permanent records in that they can be destroyed. (Before any records are destroyed, however, approval of Congress must be obtained.)
- The Records Center is concerned with these disposable records which may be destroyed at some definite time in the future — like five or ten years. Since all of you have the problem of storage space, you may not want to keep these records in the office until they can be destroyed. The Records Center provides space to store these records until they can be destroyed.

## WHAT DOES THE RECORDS CENTER DO?

- It frees space in your office now filled with seldom used records. This freed space may be used for other purposes.
- It eliminates uncontrolled storage in attics, basements, or other similar store rooms. The records in the Records Center are available for your use and they are protected.
- It makes your job easier . . . because the records are stored in a clean, neat, well-lit area which makes it pleasant for you to work on your records.



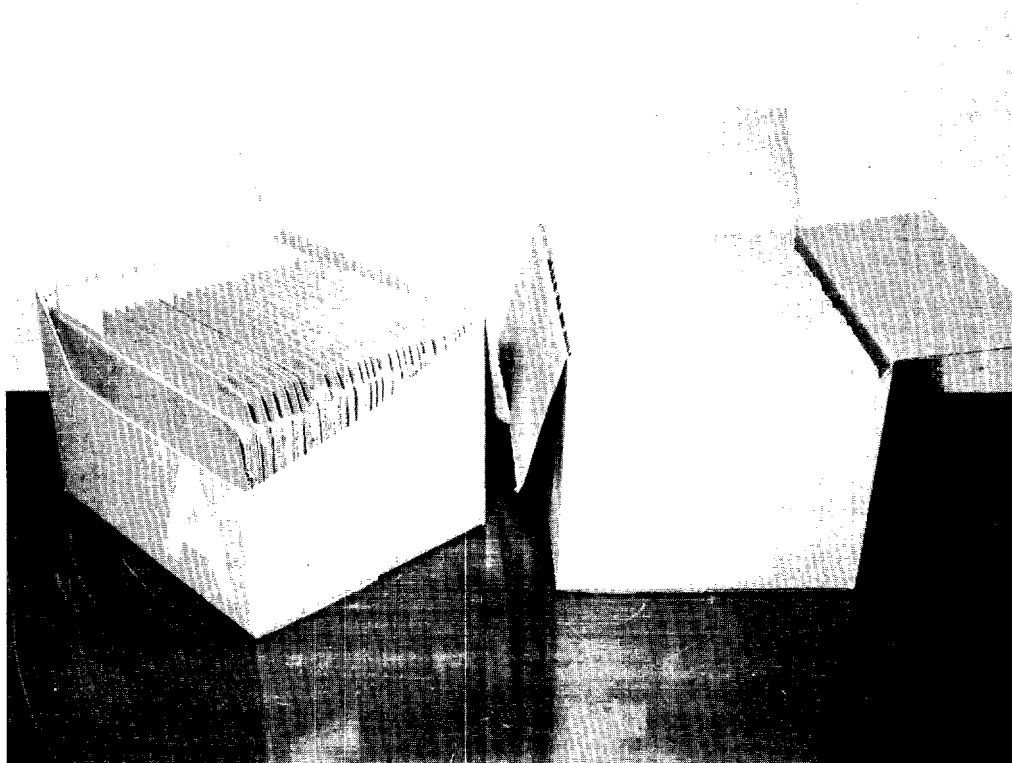
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## HOW DO RECORDS GET TO THE RECORDS CENTER?

- Make arrangements with your Records Management Officer.
- Pack records in cartons which are furnished **free** by the Records Center. These cartons hold both letter and legal size material.
- Prepare the required forms. (Your Records Management Officer will help you prepare these forms and in packing your first shipment to the Records Center.)



### RECORDS CENTER BOXES ARE USED FOR BOTH LETTER AND LEGAL SIZE MATERIAL

- List the contents of each carton on a Records Shelf List. The contents of each box should be described in enough detail so that the Records Center personnel will find the material when you need it. Careful preparation of the Records Shelf List is important because this list becomes the index for the storage of your records.

- Send one copy of the Records Shelf List to the Records Center.

RECORDS SHELF LIST				JOB NO. 58-000
NOTE: Prepare in duplicate and submit original to Records Center				TOTAL NO. OF CONTAINERS 4
OFFICE	DIVISION	BRANCH	SECTION	
ABC		D	E	-
CONTAINER NO.	DESCRIPTION AND DATES			
1	Accounting Accounting 9  Appropriations Appropriations 1 Appropriations 2 Appropriations 3			
2	Buildings and Grounds 2 Buildings and Grounds 3 Buildings and Grounds 9 Buildings and Grounds 9-1 Buildings and Grounds 10			
3	Collection 1 Collection 3 Collection 5 Collection 5-1 Collection 6 Collection 7 Collection 8 Collection 9 Collection 9-1 Collection 10 Collection 11 Collection 11-1			
4	Committees Committees 1 Committees 2 Committees 3 Committees 4 Committees 4-1 Committees 5 Committees 5-1 Committees 5-3 Committees 5-4 Committees 6 Committees 7 Committees 8 Committees 8-1 Committees 8-2 Committees 8-3			

FORM NO. 140a REPLACES FORM 60-52A  
1 NOV 54 WHICH MAY BE USED.

(22)

## SAMPLE RECORDS SHELF LIST



- Send four copies of the Records Retirement Request to the Records Center. It will be receipted by the Records Center and one copy will be returned to your Records Management Officer.

Transportation will be arranged by the Records Center.

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER JOB NO. 58-000	
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) ABC BRANCH E		DIVISION D SECTION -	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)					
<p>Branch Subject File - 1956</p> <p>This file is maintained for the Branch Chief and reflects the administration and activities of the branch. The file consists of memoranda, reports and form documents originated or received by the Branch. Specific subjects include personnel, production, administrative issuances, committees, training, briefings, trip reports and similar material. Essential material duplicated in the Division Subject File. Filed by subject according to [REDACTED]</p>					
<input checked="" type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS  SECRET			FILE EQUIPMENT OCCUPIED BY RECORDS  <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL <u>2</u> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH Not more than twice					
LOCATION OF RECORDS					
BUILDING X	ROOM 121	EXTENSION 0000	DATE 2-18-58	SIGNATURE OF RECORDS CUSTODIAN JANE SMITH	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL  <input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")  Personnel of ABC/D/E and ARO					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY  Records Control Schedule No. 00-55, Item No. 1 D					
BUILDING X	ROOM 100	EXTENSION 0000	DATE 2-19-58	SIGNATURE OF AREA RECORDS OFFICER JOHN HENRY	

FORM NO. 140 USE PREVIOUS EDITIONS.  
1 MAR 56

(13-46)

SAMPLE RECORDS RETIREMENT REQUEST

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## WHAT HAPPENS AFTER YOUR RECORDS GET TO THE RECORDS CENTER?

- Your shipment is checked against the Records Retirement request and the boxes are placed on shelves.
- Special care is taken that records of your office are available only to approved people in your office.
- The Records Center provides:

desk space to examine the records

transportation for the records back to your office if you need them

quick information over the phone about your records

a fireproof building

all entrances protected by ☐ alarm system and heavy steel vault doors

STAT

guard service when the Records Center is closed

THE RECORDS CENTER IS A SERVICE PROVIDED FOR YOU!

YOU ARE INVITED TO MAKE ARRANGEMENTS THRU YOUR RECORDS  
MANAGEMENT OFFICER TO VISIT THE RECORDS CENTER AT ANY  
TIME

COME IN AND SEE THE SERVICES AND FACILITIES THAT ARE  
AVAILABLE TO YOU AT NO COST